

[Company Letterhead]

[Date]

[Insurer Name]

[Insurer Address]

[City, State, Zip Code]

RE: Notice of Acquisition and Request for Employment Practices Liability (EPL) Endorsement

Dear [Underwriter Name or Contact Person],

This letter serves as formal notification that [Acquiring Company Name] has successfully completed the acquisition of [Target Company Name], effective as of [Closing Date].

Pursuant to the terms of our current Employment Practices Liability Insurance policy (Policy Number: [Policy Number]), we are requesting an endorsement to include the newly acquired entity and its employees under our existing coverage.

To facilitate this underwriting request, we have enclosed the following documents:

- Completed M&A Warranty Statement/Application.
- Current employee headcount for the acquired entity, categorized by status and location.
- The acquired entity's most recent EEO-1 report (if applicable).
- A summary of any pending or closed employment-related claims from the past three years.

Please provide a formal endorsement confirming that coverage has been extended to [Target Company Name]. Should there be any additional premium required or further information needed, please notify us at your earliest convenience.

Thank you for your assistance in this matter.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Acquiring Company Name]